



determine appropriate action relative to the acquisition, management, sale or liquidation of real estate, equipment or other collateral to provide satisfactory settlement of defaulted loans; provide guidance and advice to borrowers as to sound financing policies and the wise use of credit; and conduct analyses of business to provide advice regarding all aspects of planning, marketing, financial control, management control, production, operations organization, inventory management, and personnel administration. Examples of qualifying experience include the following:

1. Reviewing and passing on applications for commercial loans in the capacity of lender, guarantor or agent for the lender or guarantor;
2. Servicing a commercial loan portfolio of a bank, savings and loan association or governmental agency;
3. Performing financial analyses of commercial concerns for investment purposes; or
4. Collecting and evaluating information concerning business activities and trends, and advising and assisting businessmen in the promotion, development and expansion of businesses, industrial enterprises and trade.

For the class Business Loan Officer II, at least one (1) year of experience must have been comparable to the Business Loan Officer I level in the State service.

Non-Qualifying Experience: Credit investigations which were limited to the collection of information without an assessment and analysis of the financial condition and position of a firm and investment planning and recommendations which did not take into consideration an overall appraisal of the firm's financial condition are not qualifying for the specialized experience required.

### **Substitutions Allowed**

1. Satisfactory completion of all academic requirements for a master's degree from an accredited university with specialization in economics, finance, accounting, banking and credit, business administration or business law may be substituted for one (1) year of the required Specialized Experience.
2. Satisfactory completion of all academic requirements for a Ph.D. degree from an accredited university with specialization in one of the fields mentioned in item 1, above, may be substituted for two (2) years of the required Specialized Experience.

**Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

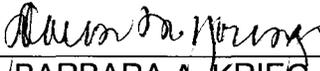
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes BUSINESS LOAN OFFICER I and II, which were approved on April 26, 1996.

DATE APPROVED: 5/21/2012

  
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for BARBARA A. KRIEG, Director  
Department of Human Resources Development